



SCHOOL MEALS POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2025

Aims

- To outline the school's procedures regarding school meals
- To work with parents to provide a flexible approach to the lunch time nutritional needs of our pupils
- To accommodate dietary issues such as food allergies, diabetics, vegetarians, vegan or faith requirements
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parent and pupils
- To present a workable, fair mechanism for the collection of school dinner money

Policy

School meals are £2.40 per day. Meals are to be paid in advance of meal being had.

All children in Reception, Year 1 and 2 are entitled to a free school meal and the school strongly encourages parents to take up this offer.

Children who are entitled to a Free School Meal do not pay if their parent's claim is valid.

Nursery meals are charged at £1.00 per day.

Payment of School Meals

- Please pay dinner money before meal is had or further in advance if you wish to pay more.

Non Payment of School Meals

- If your child has taken a school meal which has not been paid, you will be sent a text message detailing how much you owe. Payment must be made immediately.
- If no payment has been received by midweek a reminder letter may be sent or a telephone call made asking for the money owed to be paid no later than Friday morning of that week.
- If no payment is received by Friday morning a letter will be sent detailing the consequences of non-payment and asking parents to provide a packed lunch for the following week.
- If the matter remains unresolved you will be sent a final letter requesting payments and detailing the school's next course of action.

The school cannot tolerate debt amounting to more than one week's payment. The school is not obliged to provide a school dinner when payment is not forthcoming or where authorisation for free meals has not been received.

Therefore, if there is no payment, and the child is in arrears and a packed lunch has not been sent in, the school can contact the parent and ask that a meal is brought into school at their expense. School will act promptly to address such issues at an early stage, in order to prevent arrears of dinner monies from accumulating to a point beyond parents' means to settle.